CPS DIABETES MANAGEMENT POLICY

Understanding how to manage diabetes in the school setting is important to students, parents, and school staff.

DIABETES MANAGEMENT POLICY BASICS

- Adopted in January 2012
- Covers students diagnosed with Type 1 or Type 2 diabetes by a medical provider
- Created to manage diabetes during school and school-related activities and to establish training requirements for school staff and Delegated Care Aides

ACCESSING THE POLICY

- The Diabetes Management Policy, as well as all other CPS policies, can be found on the CPS Policy Handbook Website:
  - http://policy.cps.k12.il.us/Policies.aspx

HOW IS THIS POLICY IMPLEMENTED AND TRACKED AT THE SCHOOL LEVEL?

- The Principal and Assistant Principal are responsible for distributing the policy to all relevant school staff and implementing the policy.
- Principals are encouraged to meet with their nurses to create a plan for policy implementation and compliance.
- The CPS Office of Student Health & Wellness works with Clinical and Related Services, school administrator, and community partners to track training requirement compliance at individual schools.

WHAT ARE THE REQUIRED FORMS?

- Student Medical Information Form (SMI)
- Consent to Exchange Information and Medical Records
- Physician Verification of Chronic Condition
- Physician’s Diabetes Care Plan
- Parent/Guardian Request for Administration (or Self-Administration) of Medication*
- Delegated Care Aide Form
- School Nurse or Case Manager can provide the forms.

*Depends on reason for medication use, 504 Plan accommodations, and/or ability of the student to self-administer.
CAN A STUDENT SELF-MANAGE HIS/HER DIABETES?
If self-management is permitted in the Physician’s Diabetes Care Plan, CPS students are allowed to do the following:
» Check blood glucose when and where needed
» Administer insulin as needed
» Treat hypoglycemia and hyperglycemia in any area of the school/school grounds as needed
» Carry supplies and equipment needed to properly monitor and treat their diabetes at all times

DOES A STUDENT WITH DIABETES NEED TO HAVE A SECTION 504 PLAN?
» A 504 Plan must be offered to all students with diabetes. Parents/Caregivers are strongly encouraged to set up a 504 Plan for their child.
» Opting out of a 504 Plan does not deny the student the ability to self-manage his/her diabetes.

IF A STUDENT WITH DIABETES DOESN’T HAVE A DISABILITY, DOES HE/SHE STILL NEED A 504 PLAN?
» Creating a 504 Plan does not mean the student child has a learning, behavioral, mental, or physical disability.
» Diabetes is covered under Section 504 of the Americans with Disabilities Act.
» Having a 504 Plan on file will legally protect the student from any discrimination based on his/her condition and will provide your child with any necessary accommodations such as extra water breaks or snacks during class.

ARE SCHOOL PERSONNEL ABLE TO HELP A STUDENT MANAGE HIS/HER DIABETES?
» In schools with students who have diabetes, all staff must be trained every 2 years in diabetes care basics, identifying and responding to symptoms, and whom to contact in an emergency in order to maintain policy compliance.
» Parents can facilitate their children getting the proper in-school care by providing all necessary medication and documentation, particularly a detailed Physician’s Diabetes Care Plan and 504 Plan.

WHAT IS A DELEGATED CARE AIDE?
Every student with diabetes is required to have a Delegated Care Aid (DCA) to assist the student when the school nurse is not in the building. The DCA is a parent-approved volunteer, trained, school staff member who can help with the following:
» Checking blood glucose levels
» Administering insulin and tracking administration
» Counting carbohydrates and determining insulin dosage
» Recognizing hypoglycemia and hyperglycemia
» Responding to emergencies by administering glucagon and/or calling 911

WHAT IS THE SCHOOL’S EMERGENCY RESPONSE?
» Schools should follow the steps outlined by the Emergency Diabetes Action Plan and/or 504 Plan in case of a hypoglycemic event.
» If glucagon is administered, 911 will be called immediately – Parents will be called after 911.
» If glucagon is needed but unavailable, 911 will be called immediately – Parents will be called after 911.

TIPS FOR PARENTS:
» Fill out all the forms sent home by the school/school nurse.
» Meet with the school administrators, the school nurse, and your child’s primary teacher (if applicable) to ensure they aware of your child’s condition and any special accommodations that are needed.
» Work with the school and your medical provider to set up an appropriate action plan for your child.
» Be proactive! Learn your child’s rights and the school’s responsibilities, and stay on top of it.

NEED MORE INFORMATION?
Please contact the Office of Student Health and Wellness at oshw@cps.edu